

Tutoring Room Policy & Agreement

Tutoring room priority is given to tutoring and test proctoring. Patrons using rooms for other purposes may need to move or reschedule if the room is needed for these purposes.

Patrons may schedule a room ahead of time or on a drop-in basis if a room is available with the understanding they can be replaced by tutoring and testing services. Room 208 is to be scheduled first priority for use other than tutoring and testing. Room reservations are limited to 10 hours per week. Rooms will be released 15 minutes after the start of the reservation if the patron has not arrived by that time.

Patrons using rooms for other purposes may need to move to make way for higher priority uses. Moving users into a different room is left to the discretion of the staff if LLC coordinator is not on-site.

ALLOWED:

- Students enrolled in Distance Learning
- Job training
- Domestic violence groups meetings
- Depositions, job interviews, etc.
- Patrons filling out computer forms that may take longer than 90 minutes.
- Academic activities that may disturb other patrons in the Library.
- TypeFaster students – once approved by LLC coordinator.
- Groups that usually meet in regular meeting rooms, but were bumped.

Rooms must be cleaned and emptied at the agreed time.

PROHIBITED:

- Sales, promotions, endorsements or advertising, whether directly or indirectly, of commercial service.
- Paid tutors conducting educational services to students.
- Conducting work normally done in a business office.
- Use of space to make phone calls.
- Activities that can normally be done in the Library.
- Strictly social functions, defined as an event to celebrate a birthday, anniversary, Baby shower, etc.
- Skype use.
- Activities that advocate election or defeat of any political proposition.
- Minors without adult supervision.

Tutor Room Use Agreement

Date _____

Name _____

Library Card or phone
number _____

Time in: _____

Time Out: _____

Room used: 208 205 207 204 202

Phone /
email _____

Reason for use (***Please note: use of tutoring rooms for any prohibited use described on the reverse side will result in forfeiture of room privileges:***)

Was computer access given? Yes No

I have read the tutoring room policy and I am aware of the Library Rules of Conduct.

Signature

Staff initial _____

06-01-2018